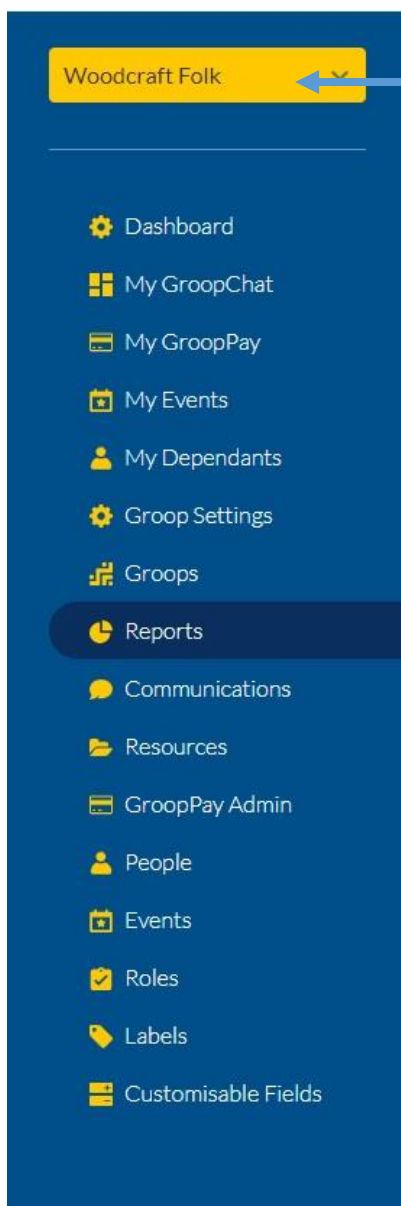


What does it all mean?

When you log into Groop you will arrive at your Group or District dashboard. All of the functionality is available via the blue panel found on the left-hand side.



Your group name will be displayed here. If you are a member of more than one group or district, this yellow box will become a drop down so you can select the relevant group.

Dashboard - overview of the current group you've accessed

My GroupChat – Chat forum of the group you've accessed

My GroopPay – Pay for any invoices the group has sent you

My Events – Book events you've been invited to

My Dependants – List of the children you are Guardian for

Groop Settings – Details of the Groop or District

Groop – List of the Groups within the District

Reports – Access and download reports for your group

Communications – Send mass emails to participants

Resources - Resources library (policies, forms, etc)

GroopPay Admin - Generate and view invoices

Events – Create/View events and invite participants

Labels – Create labels to group users, events and invoices

Customisable Fields – Create new fields to collect data

Each group is its own secure entity and in order to access different groups/district you need to be invited. Use the same email address across all groups and you will only need one login. Depending on your role you will have different permissions in each group and only allowed to view certain data.

Currently there is no way to amend your personal details, to do this please ask your Group Admin/Contact to send you a data request. **All data requests/ invitations to join the group within the system last for 14 days before expiring.**